

CHAPTER 1A

**ADMINISTRATION, ORGANIZATION,
RECORDS MANAGEMENT AND
INFORMATION REQUESTS**

Authority

N.J.S.A. 27:1A-5, 27:1A-6 and 52:14B-4 et seq., particularly 52:14B-3 and 4.

Source and Effective Date

R.2004 d.441, effective November 3, 2004.
See: 36 N.J.R. 3233(a), 36 N.J.R. 5370(a).

Chapter Expiration Date

Chapter 1A, Administration, Organization, Records Management and Information Requests, expires on November 3, 2009.

Chapter Historical Note

Chapter 1A, Administration, Organization and Management, was adopted as R.1989 d.366, effective June 16, 1989. See: 21 N.J.R. 2049(a).

Pursuant to Executive Order No. 66(1978), Chapter 1A, Administration, Organization and Management, was readopted as R.1994 d.348, effective June 13, 1994. See: 26 N.J.R. 2797(a).

Chapter 1A, Administration, Organization and Management, was renamed "Administration, Organization, Records Management and Information Requests" by R.1996 d.366, effective August 5, 1996. See: 28 N.J.R. 2510(a), 28 N.J.R. 3807(a).

Pursuant to Executive Order No. 66(1978), Chapter 1A, Administration, Organization, Records Management and Information Requests, was readopted as R.1999 d.206, effective June 10, 1999. See: 31 N.J.R. 840(a), 31 N.J.R. 1950(a).

Chapter 1A, Administration, Organization, Records Management and Information Requests, was readopted as R.2004 d.441, effective November 3, 2004. See: Source and Effective Date. See, also, section annotations.

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SUBCHAPTER 1. OPERATION AND PROCEDURES OF THE DEPARTMENT OF TRANSPORTATION

16:1A-1.1 Mission statement of the Department

The Department of Transportation's mission statement is: "Improving Lives by Improving Transportation."

Repeal and New Rule, R.1996 d.366, effective August 5, 1996.
See: 28 N.J.R. 2510(a), 28 N.J.R. 3807(a).

Rewrote the section.

Amended by R.1999 d.206, effective July 19, 1999.

See: 31 N.J.R. 840(a), 31 N.J.R. 1950(a).

Rewrote the section.

Amended by R.2001 d.457, effective December 3, 2001.

See: 33 N.J.R. 3412(a), 33 N.J.R. 4149(b).

Rewrote the section.

Amended by R.2004 d.441, effective December 6, 2004.

See: 36 N.J.R. 3233(a), 36 N.J.R. 5370(a).

Rewrote the section.

16:1A-1.2 Organization of Department

(a) The Department of Transportation is organized as indicated in the Organizational Chart (see chapter Appendix, incorporated herein by reference) and the functions and responsibilities of its officers are as follows:

1. The Commissioner of Transportation is the Chief Executive Officer of the Department and oversees all functions of the Department of Transportation.

i. The Director of Design Services is designated the State Transportation Engineer.

2. The Deputy Commissioner reports to the Commissioner with principal responsibilities in the following areas:

i. Capital Program Management—the Assistant Commissioner and the Deputy Assistant Commissioner of Capital Program Management have principal responsibilities in the following areas:

- (1) Quality Management;
- (2) Project Management;
- (3) Design Services;
- (4) Construction Services and Materials;
- (5) State Transportation Engineer;
- (6) Right of Way; and
- (7) Environmental Resources.

ii. Operations—the Assistant Commissioner of Operations has principal responsibilities in the following areas:

- (1) Operations North;
- (2) Operations Central;
- (3) Operations South;
- (4) Traffic Engineering and Safety;
- (5) Operations Support; and
- (6) Emergency Management.

iii. **Planning and Development**—the Assistant Commissioner of Planning and Development has principal responsibilities in the following areas:

- (1) Capital Investment Planning and Development;
- (2) Local Aid and Economic Development;
- (3) Systems Planning and Research; and
- (4) Project Planning and Development.

iv. **Chief Financial Officer**—the Chief Financial Officer has principal responsibilities in the following areas:

- (1) Budget;
- (2) Information Technology;
- (3) Accounting and Auditing; and
- (4) Procurement.

v. **Administration**—the Assistant Commissioner for Administration has principal responsibilities in the following areas:

- (1) Employee Support;
- (2) Human Resources;
- (3) Support Services;
- (4) Ethics, Appeals and Disability Accommodations; and
- (5) Employee Advocate.

vi. **Interagency Coordination**—the Assistant Commissioner for Interagency Coordination has principal responsibilities in the following area:

- (1) Authorities Coordination.

vii. **Legal Services;**

viii. **Civil Rights and Affirmative Action;**

ix. **Intermodal Services; and**

x. **Office of Transportation Security**—the Assistant Commissioner has principal responsibility for transportation security.

3. The Chief of Staff reports to the Commissioner with principal responsibilities in the following areas:

i. **Government and Community Relations**—the Assistant Commissioner of Government and Community Relations has principal responsibilities in the following areas:

- (1) Legislative and Constituent Services;
- (2) Community Relations; and
- (3) Federal Liaison.

ii. **Inspector General;**

iii. **Communications; and**

iv. **Policy, Legislation and Regulatory Actions.**

4. The Executive Director of Statewide Traffic Operations reports to the Commissioner with principal responsibility in the following area:

i. **Traffic Operations.**

5. The Director of Smart Growth reports to the Commissioner with principal responsibilities to provide for the expedition of certain permits in smart growth areas and for the creation of expedited permit mechanisms, such as permits-by-rule.

Amended by R.1994 d.348, effective June 13, 1994.

See: 26 N.J.R. 2797(a).

Amended by R.1994 d.453, effective August 12, 1994.

See: 26 N.J.R. 3740(a).

Amended by R.1999 d.206, effective July 19, 1999.

See: 31 N.J.R. 840(a), 31 N.J.R. 1950(u).

Rewrote (a).

Amended by R.2001 d.457, effective December 3, 2001.

See: 33 N.J.R. 3412(a), 33 N.J.R. 4149(b).

Rewrote the section.

Amended by R.2003 d.50, effective December 30, 2002.

See: 35 N.J.R. 621(a).

Rewrote the section.

Amended by R.2004 d.441, effective December 6, 2004.

See: 36 N.J.R. 3233(a), 36 N.J.R. 5370(a).

Rewrote the section.

16:1A-1.3 Procedure for filing a rulemaking petition

(a) Any interested person may petition the Department of Transportation for the promulgation, amendment or repeal of any rule of the Department of Transportation. Such petition shall be in writing, signed by the petitioner and must state clearly and concisely:

1. The full name and address of the petitioner;
2. The substance or nature of the rulemaking which is requested;
3. The reasons for the request;
4. The petitioner's interest in the request, including any economic interests;
5. The statutory authority under which the Department of Transportation may take the requested action; and
6. Existing Federal and State statutes and rules which the petitioner believes may be pertinent to the request.

(b) The petition shall be addressed to the Commissioner, Department of Transportation, ATTN: Administrative Practice Officer, 1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600.